

DHH OFFICE OF PUBLIC HEALTH VITAL RECORDS REGISTRY

ORLEANS PARISH MARRIAGE LICENSE OFFICE

Informational Packet 17

The New Orleans Marriage Office is open Monday-Saturday 8:15 a.m. - 4:00 p.m. except state holidays, for purchase of Orleans Parish Marriage Licenses and birth cards. The full service Louisiana Issuance office is not open on Saturdays for the purchase of any other documents.

This packet includes the following:

1. This Page – Orleans Parish Marriage License Information
2. Summary of Requirements for Obtaining a Louisiana Marriage License
3. License Application Fax Ahead Form
4. Application for Orleans Parish Marriage License
5. Statement of No Social Security Number (Must be completed by applicants who have not been assigned a U.S. Social Security number.
6. Marriage Officiant Registration Affidavit Form
7. Declaration of Intent – Covenant Marriage** (VRR 050-7/97)
8. Covenant Marriage – Affidavit and Attestation (VRR 051-8/04)
9. Declaration of Intent – Covenant Marriage, For Married Couples (VRR 050A-10/99)
10. Covenant Marriage – Affidavit and Attestation. For Married Couples (VRR 51A – 8/04)

The law governing the issuance of Louisiana Marriage Licenses is found in the Louisiana Revised Statutes (LSA – R.S. 9:201 et seq.). It tells you who may marry, who may officiate at a ceremony, the requirements for obtaining a Marriage License, and other information and instructions related to marriage in general. A marriage license from any Louisiana parish may be used in the same parish or any other Louisiana parish to get married. Your officiant must file your completed marriage certificate in the parish where the license was obtained, and you must obtain certified copies of your marriage certificate from that parish.

In Orleans Parish, licenses are issued at the New Orleans State Office Building, Room 101, 325 Loyola Avenue (See Driving Instructions for Vital Records Registry Offices), and at the First City Court, Section D., 225 Morgan Street in Algiers.

Marriage Licenses are also issued by the Office of the Clerk of Court in each parish. If you would like to obtain a Marriage License in a parish other than Orleans, you need to contact the Office of the Clerk of Court in that parish. Please note that the marriage will be recorded in the parish where the marriage license was purchased. The Marriage License fees vary from parish to parish. You may access the Louisiana Clerk of Court directory at their web site <http://www.lafayetteparishclerk.com/district.html>

REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE

ORLEANS PARISH, NEW ORLEANS, LOUISIANA

The Orleans Parish Marriage License Office is located in the Louisiana State Office Building, 325 Loyola Avenue, Room 101. Licenses are issued between 8:15 a.m. and 4:00 p.m., MONDAY through SATURDAY. The licenses are valid in any parish in the State of Louisiana .

Application for a marriage license may be made by the bride or groom in Louisiana, as only one of the parties must be present if you have all your documents. Applicants must present the following:

- 1) A current driver's license, photo ID or their equivalent.
A list of other acceptable identification documents is available upon request.
- 2) A certified copy of a birth certificate or a certified birth card for both parties.
Louisiana residents may purchase a birth card for this purpose six days a week in the marriage office.
Non-residents may apply to have this requirement waived Monday-Friday during normal business hours ONLY by a Judge of the First City Court. A valid passport is acceptable as proof of ID and birth (items 1 and 2).
- 3) Applicants must provide both Social Security numbers.
If no number has been issued, that person must sign a statement to that effect and must appear in person. This form is available in the marriage office and on our web-site.
- 4) If either party has been divorced, s/he must provide the date of the final divorce decree. A widow/er must provide the date of death of the former spouse when they apply for a license to marry.

A seventy-two hour waiting period is required by law between the time of issuance of the license and the ceremony. Judges of the First or Second City Courts are authorized by law to waive the waiting period for Louisiana residents and they can do this during their Monday-Friday hours of operation ONLY. Also, if either the bride or groom is from OUT-OF-STATE, the services will occur in Orleans parish AND be performed by a registered Orleans officiant, that officiant can waive this waiting period. The waiver MUST be attached to the completed marriage certificate when it is returned to Vital Records.

Louisiana does not require a pre-marital medical examination or a blood test.

Marriage under the age of eighteen (18) is prohibited by law, except as follows: Applicants over the age of sixteen (16) but less than eighteen (18) must have the signed consent of both parents, or an order from a Judge of Juvenile Court. Females under sixteen (16) will be issued a license ONLY upon the written order of the Juvenile Court Judge.

A marriage license expires and becomes invalid at midnight thirty (30) days after the date of issuance. If the service is postponed, you must turn in the old license and purchase a new one.

You are encouraged to purchase one or more certified copies of your final Marriage Certificate when you apply for your license. Certified copies of a Marriage Certificate cost \$5.00 + a \$.50 mailing charge per transaction.

PRICE OF A LICENSE: \$27.50

(by statute \$12.50 of this fee goes to the Family Violence Trust Fund)

ALL FEES ARE NON-REFUNDABLE.

Revised 8/02/04

Marriage License Application Fax-Ahead Form

Either the bride or the groom must appear in person at the Orleans Parish Marriage Office, 325 Loyola Avenue, New Orleans, Room 101 between 8:15 AM and 4:00 PM Monday-Saturday with documents described in *Requirements for Obtaining a Marriage License.*

To expedite the process, you may use this form to fax your *Application for Orleans Parish Marriage License*, the required documents and fees by credit card. The Marriage Office will prepare your Marriage License in preparation for your visit. They are required to review & verify your original documents during your visit before issuing the marriage license.

Please be advised that once we prepare your Marriage License, the fees are not refundable.

FAX TO: LA. DHH/OPH/VR MARRIAGE OFFICE (504) 568-6909

You MUST include your Credit Card information - Indicate One: Visa MasterCard American Express

Name & Address on Credit Card:

Credit Card Number and Expiration Date:

MARRIAGE LICENSE FEE

FEE: \$ 27.50

ONE CERTIFIED COPY OF THE COMPLETED MARRIAGE CERTIFICATE:

FEE: \$ 5.50

ADDITIONAL CERTIFIED COPIES - _____ (NUMBER) AT \$5.00 EACH:

TOTAL AMOUNT TO BE CHARGED TO CREDIT CARD:

\$ _____

PRINTED NAME & SIGNATURE OF THE CREDIT CARD HOLDER: _____

GROOM (FIRST, MIDDLE, LAST)

BRIDE (FIRST, MIDDLE, MAIDEN)

1. Date Bride and/or Groom will appear in person to obtain the Marriage License: _____

2. Date set for the Marriage Ceremony: _____

3. Certified copies of your Marriage Certificate will be mailed to you after we receive the completed & signed certificate from your officiant. Please print your complete address for mailing your certificate(s):

Street or

Route No.

City and

State

Zip Code

Home

Phone No.

Office

Phone No.

APPLICATION FOR ORLEANS PARISH MARRIAGE LICENSE
DHH-OFFICE OF PUBLIC HEALTH, DIVISION OF VITAL RECORDS & HEALTH STATISTICS
PHS 4 REVISED 8/02/04

DATE OF ANTICIPATED MARRIAGE: _____

LAST NAME OF GROOM		GENERATION	FIRST NAME		SECOND OR MIDDLE NAME	
_____		_____	_____		_____	
STREET ADDRESS		APT #/OTHER	CITY	IN LIMIT	ZIP CODE	
_____		_____	_____	YES OR NO	_____	
PARISH OR COUNTY		STATE//COUNTRY				
_____		_____				
RACE	BIRTH DATE		STATE /COUNTRY OF BIRTH			
_____	_____		_____			
NUMBER OF THIS MARRIAGE	LAST MARRIAGE ENDED BY :		LAST MARRIAGE END DATE			
_____	DEATH DIVORCE ANNULMENT		_____			
EDUCATION – CIRCLE HIGHEST COMPLETED : ELEMENTARY 0, 1, 2, 3, 4... H.S. 1, 2, 3 OR 4 COLLEGE 1, 2, 3, 4, 5+						
SOCIAL SECURITY NUMBER: _____			IF NONE, ATTACH COMPLETED AND SIGNED <u>STATEMENT OF NO SSN</u>			
FATHER'S LAST NAME, FIRST NAME, MIDDLE		STATE OF BIRTH	*	MOTHER'S MAIDEN NAME, FIRST, MIDDLE		STATE OF BIRTH
_____		_____	*	_____		_____

MAIDEN NAME OF BRIDE		FIRST NAME	SECOND OR MIDDLE NAME			
_____		_____	_____			
STREET ADDRESS		APT #/OTHER	CITY	IN LIMITS	ZIP CODE	
_____		_____	_____	YES OR NO	_____	
PARISH OR COUNTY		STATE//COUNTRY				
_____		_____				
RACE	BIRTH DATE		STATE /COUNTRY OF BIRTH			
_____	_____		_____			
NUMBER OF THIS MARRIAGE	LAST MARRIAGE ENDED BY :		LAST MARRIAGE END DATE			
_____	DEATH DIVORCE ANNULMENT		_____			
EDUCATION – CIRCLE HIGHEST COMPLETED : ELEMENTARY 0, 1, 2, 3, 4... H.S. 1, 2, 3 OR 4 COLLEGE 1, 2, 3, 4, 5+						
SOCIAL SECURITY NUMBER: _____			IF NONE, ATTACH COMPLETED AND SIGNED <u>STATEMENT OF NO SSN</u>			
FATHER'S LAST NAME, FIRST NAME, MIDDLE		STATE OF BIRTH	*	MOTHER'S MAIDEN NAME, FIRST, MIDDLE		STATE OF BIRTH
_____		_____	*	_____		_____

State of Louisiana
Parish of Orleans

**STATEMENT OF NO SOCIAL SECURITY NUMBER
TO APPLY FOR A LOUISIANA MARRIAGE LICENSE**

I, _____ (Groom)
and/or

_____ (Bride)

state that I/we have never been issued a Social Security Number, and that this statement is made to comply with R.S. 9:224(A)(6) and R.S. 9:22(B), as they relate to the requirements for issuance of a marriage license.

Signature of Groom

Date

Signature of Bride

Date

Signature of Marriage Clerk

Date Accepted at Marriage Office

Marriage License applicants in Louisiana are required to submit their Social Security Numbers on the Application for Marriage License.

This Statement must be completed and submitted with the Louisiana Marriage License Application in cases where a Social Security Number has not been issued to the Bride and/or the Groom.

MARRIAGE OFFICIANT REGISTRATION AFFADAVIT

STATE OF LOUISIANA, PARISH OF _____

BEFORE ME, the undersigned notary, personally came and appeared

_____, who being first sworn by me deposed and stated:
(Print Officiant's Name)

That he (she) is a priest, minister, rabbi, clerk of the Religious Society of Friends, or any clergyman or any religious sect, who is authorized by the authorities of his religion to perform marriages and

officiates principally at _____,
(Name of church or location)

That he (she) is a resident of _____,
(Street address)

_____, _____, _____,
(City) (State) (Zip code)

And, that he (she) makes this affidavit for the purpose of registering as a person authorized to celebrate marriages in the State and Parish as required by LSA-R.S. 9:202 (1).

Signature of Officiant: _____

Sworn and subscribed before me this _____ day of _____,
_____.

Printed Name, then Signature of Notary Public

My Notary State Registration Number _____ Expires on _____



STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS



M.J. "Mike" Foster Jr.
GOVERNOR

David W. Hood
SECRETARY

Date: July 10, 2003

To: Orleans Parish Marriage Officiant

From: State of Louisiana, Department of Health and Hospitals, Office of Public Health
Vital Records Registry
Marriage License Office

An officiant may not perform a marriage ceremony until seventy-two (72) hours have elapsed since the issuance of the marriage license (R.S. 9:241).

However, a judge or justice of the peace authorized to perform the marriage may waive the 72 hour delay upon application of the parties giving "serious and meritorious reasons". The officiant's "certificate" authorizing the immediate performance of the ceremony must be attached to the marriage license (R.S. 9:242 (A)).

In Orleans Parish, an officiant may waive the 72 hour period for NON-RESIDENT parties upon application of the parties giving "serious and meritorious reasons". (R.S. 9:242 (B)). *(Note that a "non-resident" is a person domiciled or residing in a jurisdiction other than the State of Louisiana).*

The Louisiana Vital Records Registrar suggests that you use the following format, on your letterhead, for the non-resident, 72 hour waiver:

To: Louisiana Vital Records Registrar

Re: Louisiana Marriage License # _____

Application has been made this ____ day of _____, 200__

by _____ and _____,

who are non-residents of Louisiana, to waive the R.S. 9:241 et. seq. delays.

I find that serious and meritorious reasons exist/existed for the immediate performance of the marriage between the above-mentioned parties and, therefore, I have waived the 72 hour requirement and I have performed the ceremony.

Signed this _____ day of _____, 200__ in Orleans Parish.

Marriage Officiant

STATE OF LOUISIANA
DECLARATION OF INTENT TO FORM A COVENANT MARRIAGE

We do solemnly declare that marriage is a covenant between a man and a woman who agree to live together as husband and wife for so long as they both may live. We have chosen each other carefully and disclosed to one another everything which could adversely affect the decision to enter into this marriage. We have received premarital counseling on the nature, purposes and responsibilities of marriage. We have read the Covenant Marriage Act, and we understand that a Covenant Marriage is for life. If we experience marital difficulties, we commit ourselves to take all reasonable efforts to preserve our marriage, including marriage counseling.

With full knowledge of what this commitment means, we do hereby declare that our marriage will be bound by Louisiana law on Covenant Marriage and we promise to love, honor and care for one another as husband and wife for the rest of our lives.

(Maiden Name of the Bride)

(Name of the Groom)

(Signature of the Bride)

(Signature of the Groom)

(Signature Date)

(Signature Date)

**COVENANT MARRIAGE
AFFIDAVIT AND ATTESTATION**

STATE OF LOUISIANA,
PARISH OF ORLEANS

DATE OF MARRIAGE: _____

BE IT KNOWN THAT on this _____ day of _____, _____, before me, the undersigned notary, personally came and appeared:

_____ and _____
(Insert names of prospective spouses)

who after being duly sworn by me, deposed and stated that:

Affiants acknowledge that they have received premarital counseling from a priest, minister, rabbi, clerk of the Religious Society of Friends, any clergyman of any religious sect, or a professional marriage counselor, which marriage counseling included:

A discussion of the seriousness of Covenant Marriage:

Communication of the fact that a Covenant Marriage is a commitment for life:

The obligation of a Covenant Marriage to take reasonable efforts to preserve the marriage if marital difficulties arise, and

That the affiants both read the pamphlet entitled "The Covenant Marriage Act" developed and promulgated by the office of the attorney general, which provides a full explanation of a Covenant Marriage, including the obligation to seek marital counseling in times of marital difficulties and the exclusive grounds for legally terminating a Covenant Marriage by divorce after judgment of separation from bed and board.

Signature of Prospective Spouse

Signature of Prospective Spouse

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, _____.

PRINTED NAME, THEN SIGNATURE OF NOTARY PUBLIC

My Notary State Registration Number _____ Expires on _____

ATTESTATION

The undersigned does hereby attest that the affiants did receive counseling from me as to the nature and purpose of marriage, which included a discussion of the seriousness of Covenant Marriage, communication of the fact that a Covenant Marriage is for life, and the obligation of a Covenant Marriage to take reasonable efforts to preserve the marriage if marital difficulties arise.

Counselor

Revised 08/04